



WEBTRAC LOG IN REQUEST FORM

LOGIN REQUEST

Office Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Signature of Office Holder: _____ Date: _____

USER INFORMATION SECTION

User Name: _____

Department: _____

User Title: _____

User Email Address: _____

(You will receive a temporary password via email. Follow instructions thereafter)

By signing below, I acknowledge that I may not disclose information about computer passwords and identification characters. The log in provided by Pacific Bay Lending is designed for my use when accessing Web Trac and I am responsible for all activity under my login. If I become aware of any breach or suspected breach of information security, I will promptly report it to my supervisor and Pacific Bay Lending. In addition, I acknowledge my responsibility to secure all records that may contain confidential information from the view of or access by unauthorized persons. Confidential information should not be left unattended in areas where visitors may enter. I understand that I may not allow access to electronic files by unauthorized persons, nor to authorized persons for unauthorized purposes, and that I must follow the electronic security measures for confidential and sensitive information that are established.

Signature of User: _____ Date: _____